



POSITION DESCRIPTION: REGIONAL MANAGER

About California Volunteers, Office of the Governor:

California Volunteers, Office of the Governor is the state office tasked with engaging Californians in service, volunteering, and civic action.

Since 2020, California Volunteers has launched several historic initiatives including Governor Newsom's California Climate Action Corps, the country's first statewide climate corps program; the #CaliforniansForAll service initiative launched in response to COVID-19 to establish a volunteer corps to support the state's response to emergencies and disasters; and Operation Feed California, a volunteer program created to stabilize California food bank operations. As part of Governor Newsom's California Comeback Plan, California Volunteers received a nearly \$400 million investment in service to expand and create new programs.

Led by the state's Chief Service Officer, Josh Fryday, California Volunteers is supported by a bipartisan 25-member Commission and a team of experts driven by a mission to empower and mobilize all Californians to volunteer and serve in their communities.

Position Description:

Under the general direction of the Deputy Director of Programs, the Regional Managers (three positions in total) will manage 2-3 Regional Coordinators as they support the Program team at a regional level. Programs include, but are not limited to: Operation Feed California, Climate Action Corps, AmeriCorps, Public Safety Power Shutoff, My Turn—Volunteer, the College Program and more. Major functions of this role include local and state official engagement, project management, task delegation, and design and execution of innovative approaches to partnership building and data collection.

Duties:

- Cultivate and manage a portfolio of engaged public and private partners in the defined regional area to coordinate all of California Volunteers initiatives, programs and AmeriCorps programs.
- Coordinate with counterparts at the Governor's office, legislators' offices and local government to coordinate site visits, volunteer events and ongoing program collaboration.
- Build off of personal relationships and contacts across the state to develop new partners, programs, and initiatives.
- Design and execute regional operations plan to maximize impact of California Volunteers AmeriCorps, Programs, and Initiatives.

- Manage Regional Coordinators in their delivery of all programs and initiatives. Manage a project management infrastructure to track Regional Coordinator tasks and projects.
- Track project benchmarks across program areas to provide ongoing direction to Regional Coordinators and ensure project goals are achieved.
- Guide the creation and execution of volunteer recruitment and retention strategies and develop ways to build volunteer resource partnerships.
- Update new partner contacts and manage partners in Salesforce
- Assist with all aspects of volunteer management, including trainings, volunteer database maintenance, volunteer tracking and follow up.
- Facilitate meetings and conduct 1:1s with Regional Coordinators on an ongoing basis to reemphasize goals, project clarify, and main priorities
- Coordinate with the Digital Liaison, where necessary, to provide trainings to Regional Coordinators surrounding the adoption of digital tools
- Attend site visits, when necessary, at partner organizations throughout the year

KNOWLEDGE AND ABILITIES

- Strong leadership skills
- Strong relationship development skills
- Strong communications skills
- Strong project management and organizational skills

Desired Qualifications

- Supervision Experience.
- Extensive experience developing and managing partners.
- Experience working with elected officials, managing visits and setting up meetings with legislators and staff
- Experience creating project timelines and objectives
- Experience working under tight deadlines balancing multiple priorities.
- Outstanding interpersonal skills
- Ability to work effectively in a dedicated, mission and team-oriented office environment
- Mission-driven, highly organized, creative, and self-motivated with the ability to prioritize and manage multiple projects simultaneously while being able to work under short deadlines, and deliver in a rapidly changing, fast-paced office environment
- Experience using Salesforce to track and manage partners, create dashboards, and track volunteer onboarding
- Ability to learn and apply new skills
- Ability to provide feedback and follow up on tasks
- Knows when to act independently and when to consult for advice on decision-making
- Ability to work extended hours, when necessary
- Bachelor's Degree

Location and Travel

This position's location is not limited to Sacramento, California. California Volunteers' office is located in Sacramento. However, California Volunteers will accommodate

applicants who wish to work **remotely temporarily as a result of COVID-19**. Therefore, California Volunteers will consider applicants throughout the state who are interested in this position.

Regional Managers are expected to travel to partner sites across the state to support program initiatives, when necessary. Regional Managers will also travel to host trainings with Regional Coordinators periodically.

How to Apply: Please send a cover letter referencing the “Job Title” applying for, along with resume to Joanna Sledge, OPR Personnel Officer at: Joanna.Sledge@opr.ca.gov. Thank you!